



(U) SID's Promotion Process

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[REDACTED] (U) Recently, Harvey Davis sent a [message](#) explaining the importance of feedback in the ongoing Promotion and Awards Program Process. I would like to underscore that SID is fully committed to this idea-- it is the right of every SID employee to receive thoughtful and timely feedback from management on his or her performance, including one's standing for possible promotion.

(U) Some may not be aware that the current process is about more than just promotions-- it includes a range of awards for excellent performance, including monetary awards (such as Quality Step Increases and Special Achievement Awards) and non-monetary awards (honorary awards, time-off awards, etc.). We cannot promote everyone who is deserving--there are many outstanding performers in SID and a finite number of promotions--but we do have other ways of recognizing great work. We have committed a minimum of 50% of our award money to this promotion cycle. Managers are looking at people's performance and potential, keeping in mind SID's promotion and award dollars.

(U) While managers have a duty to provide productive feedback, there is also an employee's responsibility to accept feedback well. Feedback is a two-way street-- listen to your manager and try to understand what it is you must do to excel in the future. Our Workforce Management Executive, [REDACTED], has a booklet, *Ongoing Feedback: How to Get It, How to Use It*, that might be helpful to you; please contact her if you would like one.

(U) MG Quirk and Charlie Meals view the workforce as the "top and bottom line" in SID-- they are committed to a fair promotion and award system. Let's do our best to contribute to the success of this process.

(U) The below resources are available to help managers provide effective feedback:

- [Performance Management Info for Raters and Mr. Bruce Tulgan's Employee Feedback video](#)
- [Tulgan's FAST Feedback system](#), including training tools
- Perhaps the handiest guide is an easy-to-follow, [condensed working aid of all the Tulgan materials](#).

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